

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

GOREGAON (EAST), MUMBAI

TENDER DOCUMENT

FOR

**Annual Contract for Providing Photocopy machine for the Admin,
Computer Center, and Library at IGIDR**

Tender No. IGIDR/Tender/2024/ED/17 Date: 23.08.2024

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A. K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai-400065.
Telephone: 022 6909 6200/507. Fax: 022 6909 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

"NAME OF THE WORK: **"Annual contract for Photocopy machine for Admin, Computer center, and Library"** at the INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065."

1. IGIDR invites sealed bids from vendor/service providers of repute for the following work:

Name of work	EMD ₹	Period of Contract
(1)	(2)	(3)
Annual Contract for Providing Photocopy/Printer machine for Admin, Computer center, and Library at IGIDR	Rs. 10,000/-	One Year (Extendable for a further two years)

The tenders are being invited for the services mentioned above. IGIDR Mumbai reserves its right to award the work to the successful bidder.

2. The bidder has to submit an Earnest Money Deposit of **Rs. 10,000/-** (Rupees Ten thousand only) along with the bid.
3. Tender bids in two bid systems are invited through two separate emails to tender@igidr.ac.in: **"Email-1: EMD and Pre-qualification Bid"** and **"Email-2: Financial bid"**. The subject of the email should be mentioned as **"Email-1: EMD and Pre-Qualification Bid for the Annual contract for Providing Photocopy machine for Admin, Computer Center, and Library at IGIDR"** and **"Email-2: Financial bid for Annual contract for Providing Photocopy machine for Admin, Computer center, and Library at IGIDR"** respectively. All the bid documents should be attached as a PDF or zip file. The financial bid file should be protected with a password.
4. The last date of submission of the Tender bid shall be **at the end of the day on 12th September 2024**.
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION - A*

Letter of Offer

Date _____

To,
The Registrar,
Indira Gandhi Institute of Development Research,
Gen. A.K. Vaidya Marg, Film City Road,
Goregaon (East), Mumbai- 400065.

Subject: Tender for "Annual contract for Providing Photocopy machine for Admin, Computer Center, and Library at IGIDR".

Reference: Tender Advertisement No. IGIDR/Tender/2024/ED/17 date: 23.08.2024

Dear Sir,

With respect to your tender mentioned above, I / We hereby submit my / our tender bid in the required format along with the company profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited **NEFT/DD/FDR/BG** of Rupees Ten thousand only as an earnest money deposit or the valid MSME certificate for EMD exemption to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed, and I / We accept them without any alterations/modifications.

Yours faithfully,

Authorized Signature

Name & stamp of the bidder

**To be submitted on company letterhead with sign and stamp on it.*

SECTION – 'B'
GENERAL INSTRUCTIONS TO BIDDERS

Tender bids through email should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~ **"Tender for the Annual contract for Providing Photocopy machine for Admin, Computer center, and Library at IGIDR," Goregaon (E), Mumbai-400065.**

1. Bidder must deposit Earnest Money of **Rs. 10,000.00** (Rupees Ten Thousand only) through NEFT/DD/FDR/BG to "INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI" Account No. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. Bidders registered under MSME are exempted from submission of EMD but should submit a copy of the MSME certificate for exemption.
3. The tender bids in two bid systems are invited through two separate Emails to tender@igidr.ac.in: **"Email-1: EMD and Pre-qualification Bid"** and **"Email-2: Financial bid"**. The subject of the email should be mentioned as **"Email-1: EMD and Pre-Qualification Bid for the Annual contract for Providing Photocopy Machine for Admin, Computer Center, and Library at IGIDR at IGIDR"** and **"Email-2: Financial bid for the Annual contract for Providing Photocopy machine for Admin, Computer center, and Library at IGIDR at IGIDR"** respectively. **All the bid documents should be attached as a PDF or zip file. If the bidder cannot attach a single bid file to an email, they can split their bid and submit in multiple emails mentioning in the email subject as Part-I, II, III.... etc.**
4. All the required documents should be scanned and merged either into a single PDF file or zipped into a single and attached to the respective Emails. **The financial bid should be attached as a PDF document protected by a password, and the password should be shared during the financial bid opening through an online meeting. The vendor should keep their password secure with them and be required to give it only when asked in an online meeting for a financial bid opening.**
5. The bids should be received **up to the end of the day on 12th September 2024**. Each copy of the tender document is under their stamp and signature. No tender will be accepted after **12th September 2024** under any circumstances whatsoever.
6. The Email bid with the subject **"EMD & Pre-qualification Bid for the Annual Contract for Providing Photocopy Machine for Admin, Computer Center, and Library at IGIDR"** shall be opened by the **tender opening committee on the next working day, 13th September 2024, at 02:30 PM** through an online meeting platform. The link to the meeting will be shared with participating bidders. If the Government declares a holiday on the day of opening the bids, the bids will be opened on the next working day at the same time.
7. The Email bid with the subject **"Financial bid for the Annual contract for Providing Photocopy machine for Admin, Computer center, and Library at IGIDR"** of only qualified bidders will be opened. The Institute shall inform the qualified bidders of the price bid opening date. The date of opening of the financial bid and link for an online meeting shall be notified by the Institute to the qualified bidders. **The bidders should provide the password of the financial bid PDF file during the opening of the**

financial bid. If the bidder can NOT give a password for a financial bid at the opening, their bid shall be rejected.

8. The tender bid shall remain valid for acceptance by the Institute for three months from the date of opening the bid, which may be extended by mutual agreement. The bidder shall not cancel or withdraw the tender during this period.
9. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and be treated as null and void.
10. The tender form must be filled out in English. If any documents are missing or unsigned, the Institute may consider the tender invalid at its discretion.
11. Rates should be quoted both in figures and in words in the columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever, especially on any change in rate specifications after the opening of the tender, will be entertained.
12. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of the contract, etc., as laid down. Any Tender with any of the documents not so signed will be rejected.
13. A tender that is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for the execution and fulfillment of the contract. No interest shall be paid on this deposit. The successful bidder's Earnest Money Deposit (EMD) may be converted into a Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of the contract. No interest will be paid on Security Deposits withheld by the Institute.
14. The Institute does not bind itself to accept the lowest or any bid and reserves the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
15. The Institute reserves the right to subdivide the work mentioned in the tender amongst two or more bidders at its discretion. The successful bidders must execute orders for part of the items placed with them at the quoted rates. The Institute also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed, and the successful bidder shall execute the same without claiming anything extra. In this context, the rates quoted for each item must be self-supporting and relevant.
16. On receipt of intimation from the IGIDR of the acceptance of his/their tender, the successful vendor/contractor shall be bound to sign the formal contract within seven days, and the successful vendor/contractor shall sign an agreement. The Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so, whether such formal agreement is or is not subsequently executed. The successful bidder shall bear the cost of the necessary stamp paper to execute the agreement.

17. No bidder will be allowed to withdraw after submission of the tender; otherwise, the EMD submitted by the bidder will stand forfeited. In case the successful bidder declines the offer of a contract (or refuses to acknowledge or execute the contract within 15 days of award of order), for whatever reason, their EMD will be forfeited.
18. The rates quoted in the bid shall include all charges like material rates, applicable GST, transportation, loading and unloading, any other tax and duty or other levy, whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty, or levy, whether existing or future, shall be entertained by the Institute.
19. **The intending bidder can obtain any clarifications regarding the tender document, scope, nature of work, etc., if any, by contacting Mr. Samir Parab (Administrative Officer) by email at administrativeofficer@igidr.ac.in or mobile - 8097171963 or by the Administration Department of the Indira Gandhi Institute of Development Research, Goregaon (E), Mumbai-400 065 on any Institute's working day.**

I/We hereby declare that I/we have read and understood the above instructions, which will remain binding upon me/us.

Place:

Signature of the Bidder with seal

Date:

SECTION – 'C'
GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions.

1. The successful bidder shall provide the services strictly by the scope of work and as per the Institute's detailed instructions.
2. In all disputes arising from the work, the matter shall be referred to the Registrar, Indira Gandhi Institute of Development Research, Goregaon, for a decision.

3. **Arbitration Clause:**

If the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration by the provisions of the Arbitration and Conciliation Act, 1996, or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in English, and any award or awards shall be rendered in English. The procedural law of the arbitration shall be the Indian law. The arbitral tribunal's award shall be final, conclusive, and binding upon the Successful Bidder and the Institute.

4. **Contract Period:**

The contract period shall be initially for **one year** from the date of issuance of the work order, which will be extended for a further **two** years based on the review of the performance of the successful bidder yearly at same rate (except revision of wages as per Minimum Wage Act), terms and conditions if performance is found satisfactory.

5. **Payment Terms:**

Payment to the successful bidder shall be released within 15 days of submitting an invoice every month for completed services and other supporting documents.

6. **The performance security deposit (PSD):**

The successful bidder should submit a PSD amount of **@5%** of the annual contract value till the completion of the contract obligations. If the successful bidder submits an MSME certificate for the EMD exemption, they should deposit the PSD amount as NEFT/DD/FDR/BG. The PSD should be valid for 60 days beyond the completion of the contract. PSD amount shall be released after the successful completion of all the contractual obligations. No interest shall be paid on the PSD amount.

7. **Penalty:**

The penalty shall be imposed on the successful bidder if the cause for such penalty is directly and solely

attributable to them. A penalty will be applicable in various instances, such as the absence of a machine operator, the absence of services from a photocopy machine, the replacement machine not provided, the replacement of toner, etc. A penalty of an amount of ₹500/- (Rupees five hundred) per day will be charged for each above instance.

8. Termination Clause:

8.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the successful bidder in the performance of this contract or the discharge of any contractual obligations arising out of this contract or if the successful bidder commits a substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the successful bidder, the Institute may terminate this contract by giving a 30(thirty) days written notice of intended termination to the successful bidder.

8.2 In the event of this contract being terminated, the Institute shall be liable to make payments of the amount due under this contract up to the effective date of termination for which services (including parts thereof) have been rendered by the successful bidder subject to clause 8.5 hereunder.

8.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the successful bidder without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this contract. The successful bidder may terminate this contract at any time by giving two months' notice to the Institute without assigning any reason thereof.

8.4 Forthwith, on the expiry or earlier termination of this contract, the successful bidder shall return to the Institute all materials and equipment belonging to the Institute with regard to this contract. The Institute shall also inform the successful bidder of a time when it can collect its equipment stored in the Institute, and the successful bidder shall collect the same. If the successful bidder does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.

8.5 Forthwith, on the expiry or earlier termination of this contract, the Institute shall determine the costs of execution, the cost of remedying any defects (if any), and the cost of completion of the work (if required). The Institute shall be entitled to recover from the successful bidder the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.

8.6 On the earlier termination of this contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature of the bidder with seal

Date:

SECTION – 'D'
SPECIAL CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions.

1. The successful bidder should depute the appropriate staff to execute this contract.
2. The successful bidder's staff cannot stay within the premises.
3. The successful bidder shall decide the mode and manner of work to be done by his staff.
4. The successful bidder shall comply with the labour acts or any other labour laws and minimum wage acts in force from time to time for all the workers he employs, including the existing workers.
5. If the successful bidder contravenes any provisions of the law, and the Institute suffers any damage or loss or harm due to any acts of commission or omission of the Contractor, the Contractor is bound to indemnify the Institute. The Contractor shall also be responsible for discharging all legal liabilities towards the Institute and observing all laws and government rules relating to labour laws.
6. The successful bidder shall execute the necessary agreement with the Institute within 07 days of issuance of the work order/declaration as the Successful Bidder, whichever is earlier.
7. The successful bidder shall use only approved brand materials if any are required.
8. The work must be carried out with the least inconvenience to the staff.
9. The successful bidder has to obtain permission from the local authorities as per the existing local bylaws for such works, and the charges/fees, if any, must be borne and paid by the successful bidder.
10. The successful bidder shall have the addresses and photographs of their workmen being engaged by them for the said work. The staff will be allowed to enter the building/campus only upon producing the photo pass issued by the successful bidder.
11. The successful bidder has to line up the candidates/staff to be deputed for the said contract in the Institute, and the Institute reserves the right to select the candidates from the same.
12. The successful bidder has to transfer the payment of wages to his staff to their respective bank accounts only before the 07th day of every month. The successful bidder should attach a copy of the bank statement for salary transfer to his staff, a copy of ESIC challan, PF challan, ECR statement, Payment receipts, GST challan, GSTR-1 screenshot, etc., to be furnished along with the next month's bill.
13. The successful bidder should release the salary to the staff before the 7th day of each month irrespective of receipt of their bill payment from the Institute; if he fails to do so repeatedly, their contract may be terminated by giving notice as per the '**Termination clause No. 8 in section-C of the tender**'.
14. The payment towards bonus and any leave encashment to the staff shall be paid by the successful bidder as per the Minimum Wage Act.
15. **The successful bidder should provide their staff with two sets of Uniforms (Shirts & Pants).**
16. No charges will be paid for scanning documents using the devices.

17. All the multifunctional devices should be supplied, installed, and commissioned in the respective department at IGIDR.
18. All output like prints, scans, & copies should be clean & clear, and the vendor shall guarantee /maintain an acceptable level of print/copy quality throughout the contractual period.
19. Only new devices should be provided during the initial supply.
20. Managed service support should be provided during the contract period for all the devices, which includes installation, configuration of devices, maintenance, setting up of software tools (wherever required), configuring devices for use in User Desktops, connecting to users, troubleshooting, technical support, supply of spares, toner Cartridges, other consumables, etc.
21. The support engineer would attend the call on-site on the same business day for calls registered between 09:00 AM and 03:00 PM from Monday to Friday. The calls should be resolved within a maximum lag of 4 hours. For calls registered after 03:00 PM, the support engineer would attend by 10:00 AM on the next business day. A proper escalation matrix should be given to the Institute.
22. Only new and genuine toners should be supplied. No refills/refurbished/compatible toners are allowed. The vendor shall be responsible for inventory management of all consumable supplies (Original Toner/Cartridge), including end-user replacement components for the devices. The service provider should keep sufficient good quality buffer stock of spares and consumables to ensure continuous service, and the service should be replenished.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature of the bidder with seal

Date:

SECTION - 'E'
PRE-QUALIFICATION CRITERIA

- **Pre-qualification documents to be submitted by the bidder along with the pre-qualification Bid:**
 1. The agency should have appropriate registration, such as a Company Incorporation Certificate / Certificate of Registration / MOA / Registration of Shop & Establishment / Partnership Deed / Affidavit, in case of a proprietary firm. **(Should submit a copy).**
 2. The bidder should submit a copy of valid PAN and Goods and Service Tax registration (**GST**).
 3. The bidder should have the **PF and ESIC** registration and **submit a copy**.
 4. The agency should have experience in executing at least **one** annual contract for providing photocopy machine services to organizations, Central/State Government/Public Sector Undertaking/Autonomous Educational Institutes in the last **five** years. **(Bidder should submit a copy of the Work orders/agreement/LOI from the organizations).**
 5. The agency should have an average annual turnover of **Rs. 15 Lakh** for the last three consecutive financial years: FY 2020-21 / FY 2023-24 and FY 2021-22 and FY 2022-23. The bidder should submit the Profit & Loss account statements or CA certificate for the turnover amount of the above three financial years duly certified by CA.
 6. Bidder should submit a list of **two clients** along with the name & contact number of their representative.
 7. The bidder should not be blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency (Submit Undertaking as per **Annexure-A**).
 8. The registered office or one of the bidder's branch offices should be located in the territory region of MMRDA.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the company letterhead and enclosed in a cover, to be submitted along with the qualification bid (Email-1) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence: Mobile Number: Email address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and year in which the firm/company was formed/ incorporated.	
6.	Type of organization (Sole Proprietor, Partnership,Pvt. Ltd., Public Ltd., etc.)	
7.	Enclose a copy of the partnership deed, Articles of Association, or Affidavit (in case of firm)	
8.	Turnover in the last three financial years	FY 2020-21/2023-24: FY 2021-22: FY 2022-23:
9.	Bank Account Details	A/C No. Bank Name: IFSC:

SECTION - 'F'
TECHNICAL BID

• **TECHNICAL SPECIFICATIONS OF PHOTOCOPY/PRINTER MACHINE:**

Sl. No.	Service Location	Specifications	Compliance Yes/No
1	Admin- 1 No. and Library- 1 No.	Network A3, A4, A5 Size Laser Printer Digital A3, A4, A5 Size Laser Copier Scan to email and network folder Universal size 1 X 550 sheet cassette The devices should support Proximity Access Card/PIN (Personal Identification Number) /AD based authentication system for use 80 sheet bypass Standard 2 GB RAM, internal storage 128 GB Speed 30 pages per minute-A4 size Smart design & space saving 100 department ID Electronic sorting (Group/Collate) Booklet printing Secure printing Environment friendly Magnification (25% to 400%) 4 on 1 image combination Remote user interface Ethernet, WiFi (optional) connectivity SP-DADF	
2	Computer center- 1 No.	Network A4, A5 Size Laser Printer Digital A4, A5 Size Laser Copier The devices should support Proximity Access Card/PIN (Personal Identification Number) or AD based authentication system for use. Scan to email and network folder Universal size 2 X 550 sheet cassette 100 sheet bypass Standard 2 GB RAM, internal storage 128 GB Speed 30 pages per minute-A4 size Smart design & space saving 100 department ID Electronic sorting (Group/Collate) Booklet printing Secure printing Environment friendly Magnification (25% to 400%) 4 on 1 image combination Remote user interface Ethernet, WiFi (optional) connectivity DADF Duplex	

- **TECHNICAL BID OF THE BIDDER:**

- a. The Preferred Brand of the required Print/Copier are attached in Annexure-B.
- b. The bidder should quote the suitable models of the copier/printer from the preferred brand in the table below of the technical bid.
- c. The bidder should attach the datasheet of quoted copiers/printers.

Copier Service	Quoted Brand*	Quoted Model of Copier*
Admin- A3 Copier		
Library- A3 Copier		
Computer Center- A4 Copier		

- **SCOPE OF SERVICE or TERMS OF SERVICE:**

A. Photocopy Service at the Admin Building:

- The quantity of photocopy/print is only considered for monthly billing.
- The scanning service should be provided free of cost for unlimited use.
- The price should be inclusive of copier rent, paper (75 GSM), toner/cartridge, etc.
- The successful bidder should provide the meter reading at the end of each month.
- The successful bidder is not required to depute an operator for this machine.

B. Photocopy Service at the Library:

- The quantity of photocopy/print is only considered for monthly billing.
- The scanning service should be provided free of cost for unlimited use.
- The successful bidder should provide the meter reading at the end of each month.
- The successful bidder has to depute one skilled operator for this machine.
- The price should be inclusive of copier rent, paper (75 GSM), toner/cartridge, operator salary, etc.
- The operator should be available from **Monday to Saturday** from **10 AM to 6 PM** each day.

C. Photocopy Service at Computer Center:

- The quantity of photocopy/print is only considered for monthly billing.

- The scanning service should be provided free of cost for unlimited use.
- The price should be inclusive of copier rent, paper (75 GSM), toner/cartridge, etc.
- The successful bidder should provide the meter reading at the end of each month.
- The successful bidder is not required to depute an operator for this machine.
- Secure Print: The device should support Proximity Card Readers Access (RFID/HID), or PIN or any similar mechanism so that only authorized users can execute the print job. (Scan are allowed for all anonymous users)
- Print on Demand: A built-in security feature for holding prints until the relevant user identifies using an Access Card /PIN/Password.
- Delete Print Job: A facility to delete the print job by the user from the device and also a feature to delete un-collected print jobs after a defined time period.
- Secure Authentication: through AD / LDAP enabled for use by providing an Access Card or PIN (Personal Identification Number)
- Reporting: The solution, either with the help of utility software installed or from the device, should provide a monthly report on User-wise print report with a single page or duplex page print count for each print job.

Date:

Signature of the Bidder with seal

SECTION - 'G'
FINANCIAL BID

Tender No. IGIDR/Tender/2024/ED/17

Date: 23.08.2024

OPTION – 1

Sl. No.	Particulars	Quoted Price per Month		
		Admin Copier	Library Copier	Computer Center Copier
1	Price for Providing Photocopy machine with scanner and printer as per the specifications and scope of service mentioned in Section-E, Technical Bid (for quoted machine).			
	Monthly Rent Amount ₹			
	Guaranteed copies per Month	8,000 print/copy (with paper)	12,000 print/copy (with Paper & Operator)	5000 print/copy (with paper)
	Unit Charge above guaranteed copies ₹			
	Applicable GST @.....%			

OPTION – 2

Sl. No.	Particulars	Quoted Price per Month		
		Admin Copier	Library Copier	Computer Center Copier
1	Price for Providing Photocopy machine with scanner and printer as per the specifications and scope of service mentioned in Section-E, Technical Bid (for quoted machine).			
	Monthly Rent Amount ₹			

	Guaranteed copies per Month	8,000 print/copy (Without Paper)	12,000 print/copy (with Paper & Operator)	5000 print/copy (Without Paper)
	Unit Charge above guaranteed copies ₹			
	Applicable GST @.....%			

Note: The above-quoted prices are all-inclusive and applicable GST in percentage.

- **Salary breakup of the Photocopy Machine Operator as per the Minimum Wages Act to be provided by the bidder.**

Sr No	Description	Unit	Un-skilled Operator Salary
A	MONTHLY PAYMENTS:		
1	Basic Wages		10,021.00
2	Dearness Allowance (as on 01.07.2024)		3,250.00
	TOTAL		13,271.00
3	House Rent Allowance @ 5% on (Basic + DA)	5%	663.55
4	Any Other Allowance		
	GROSS SALARY TOTAL - A		
B	STATUTORY OBLIGATION		
1	Provident Fund (13 %) on Gross Salary (A)	13%	
2	ESIC @ 3.25% on Gross Salary (A)	3.25%	
3	Administration, Shoes, & Uniform charges	Lumpsum	
4	Bonus @8.33% on (Basic + DA)	8.33%	
5	Leave Salary payment on (Basic + DA)	1.25	
4	MLWF		
	TOTAL - B		
C	TOTAL STAFF SALARY AMOUNT RS. (A+B)		

Date:

Signature of the Bidder with seal

**To be submitted on company letterhead duly signed and stamped on it.*

Annexure – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTERHEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

UNDERTAKING

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East), Mumbai – 400 065.

We hereby confirm and declare that we, M/s _____ are not blacklisted/ De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last five years.

For M/s _____

Authorized Signatory

Date:

**To be submitted on company letterhead duly signed and stamped on it.*

Annexure-B

- **The preferred brand of photocopy machines to be considered for submitting the technical bid and fulfilling the contract obligations by the successful bidder are as follows:**
- **HP/Canon/Kyocera, whichever matches the specification.**
- **The bidder should submit the technical datasheet of the quoted photocopy machines along with the technical bid.**